



Protecting Personal Information

Your Agency's Responsibilities under
HRS 487

Personal Information Laws

Apply to all Government Agencies, including:

- ✓ Any department
- ✓ Division
- ✓ Board
- ✓ Commission
- ✓ Other agency or instrumentality of the State or of any County of Hawai'i

What is "Personal Information"?

Test to follow at end of presentation😊

"Personal Information" means the-

First Name or first initial, and last name, in combination with any one or more of the following:

- Social Security Number
- Driver's license number or Hawai'i identification card
- Account number, credit or debit card number, access code, or password that would permit access to an individual's financial account

Note - "Personal information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records."

Destruction of Personal Information

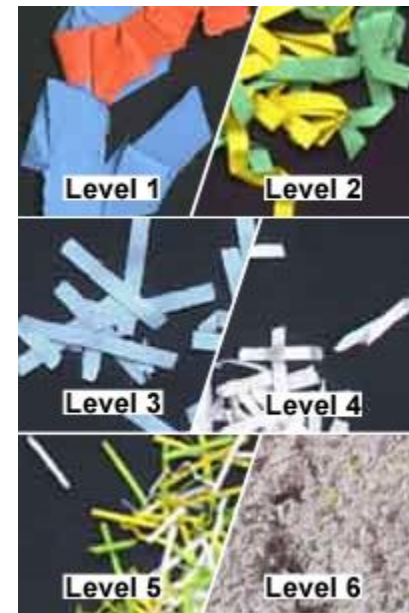
H.R.S 487R

- Applies to any government agency that maintains or otherwise possesses personal information (name with SS#, DL or Acct# for financial acct.) of a resident in Hawai'i
- Requires "reasonable measures" to protect against unauthorized access to or uses of information in connection with or after its disposal

Destruction of Confidential Personal Documents

COK std: Minimum Security Level 3 Shredder

- Designed for shredding confidential documents and personal data
- Standard measurement approximately 1/8 X 1/8 to 2 in Cross/Diamond Cut



Social Security Number Protection

H.R.S 487J

A government agency may not do any of the following:

1. Intentionally communicate or otherwise make available to the general public entire SS#;
2. Intentionally print or imbed entire SS# on any card required to access products or services;
3. Require entire SS# to access an Internet website, unless a password or unique personal identification # or other authentication device is also required to access the website;
4. Print entire SS# on any material that is mailed, unless the materials are employer-to-employee communications or where specifically requested by the individual

Notification of Security Breach

H.R.S 487N

Any government agency, that owns, licenses, collects or possesses "personal information" SHALL notify the affected person(s) that there has been a security breach - following the discovery or notification of the breach

Personal Information Action Plan for December 2008 - January 2009

- Draft of Destruction of Records Policy under review
- Begin Inventory of the following (Your agency with facilitation by Nyree Norman):
 - How Personal Information is stored?
 - Where Personal Information is stored?
 - How Personal Information is being redacted?
 - Who has access to Personal Information?
 - How is Personal Information being distributed?
 - Are there any Third Party provisions?
- A plan under development to reduce the collection and use of Social Security Numbers (pls see handout, with sign up online for visit by Nyree Norman and handout complete by December 15)
- Development of laptop and remote access policies regarding personal information stored electronically
- Present results to Information Security and Privacy (ISPC) Council and County Council

County of Kaua'i, List of Boards & Commissions

(If any are missing, pls immediately notify Nyree Norman via email or phone)

1. Arborist Committee
2. Board of Ethics
3. Board of Water Supply
4. Building Board of Appeals
5. Charter Review Commission
6. Civil Service Commission
7. Committee on the Status of Women
8. Cost Control Commission
9. County Board of Review
10. Fire Commission
11. Historic Preservation Commission
12. Liquor Commission
13. Open Space Commission
14. Planning Commission
15. Police Commission
16. Salary Commission

Personal Information

Questions?

Please contact Nyree Norman via email or by calling 241-4409

What is "Personal Information"?

Here's the test - you really need to know this, and inform each of your staff members w/ access to such info

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Mahalo!